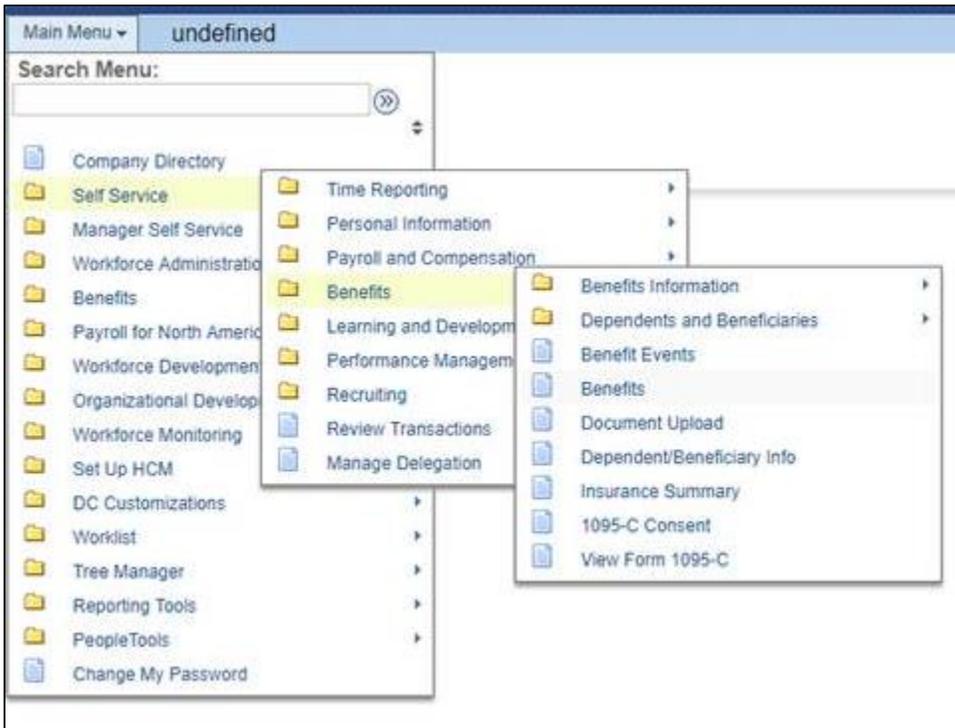


D.C. DEPARTMENT OF HUMAN RESOURCES

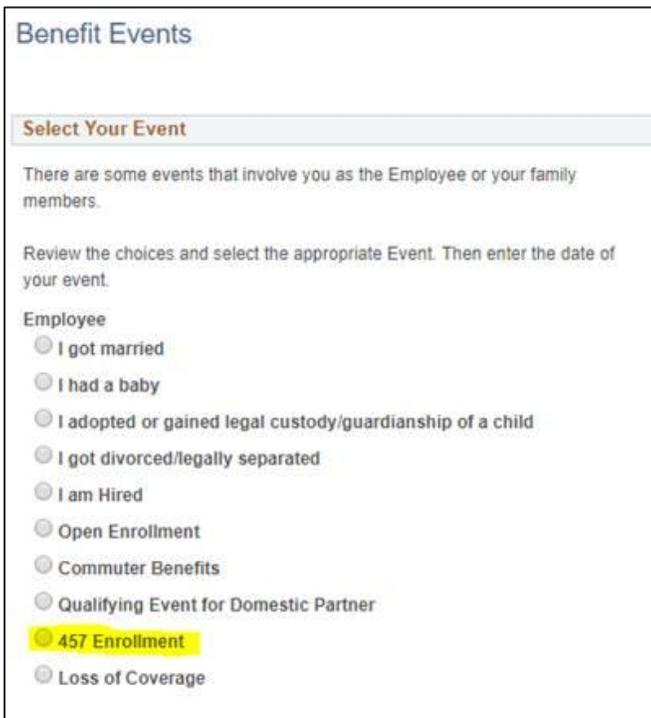
How to Change Your 457 Contributions in PeopleSoft

Follow the below instructions on how to properly change your 457 contributions:

1. click on Main Menu -> Self Service -> Benefits -> Benefit Events



2. Once in Benefit Events, click on the 457 Enrollment.



How to Change Your 457 Contributions in PeopleSoft

3. You will then be asked to choose a date that you would like the contributions to take into effect.
4. Enter in the current date.

Change Status Date

Change Status Date

Enter the date of your status change, then select the OK button.
The Benefit Event must be completed within 31 days of your
qualifying event or you will not be eligible to change your Benefit
Elections.

Status Change Date

*Date Change Will Take Effect 31

5. From the 457 Landing page, click next.

457 Enrollment ◀ Previous | Next ▶

Welcome to Enroll in 457 benefit event

Welcome to your District of Columbia benefits enrollment.
You have selected to enroll in the **457(b) Deferred Compensation Plan**.

The 457(b) Deferred Compensation Plan is one piece of your retirement program designed to supplement your retirement savings. Your voluntary tax-deferred contributions are made to an account in your name for the exclusive benefit of you and your beneficiaries. The value of the account is based on the contributions made and the investment performance over time.

To enroll, please download and complete the [457\(b\) Deferred Compensation Plan Enrollment Kit](#).

For more information on your retirement plans, DCHR encourages you to visit <http://www.icmarc.org/dc/plans/dc-employee-plans.html>

How to Change Your 457 Contributions in PeopleSoft

- 6. From the enrollment page -> Select Benefit Enrollment (highlighted in Blue)
- 7. You will see the Savings Benefit Enrollment -> choose Select

eBenefits <<

Life Events

Legend

- * Welcome
- Document Upload
- Benefit Summary
- Dependent/Beneficiary Coverage
- Update Dependent and Beneficiary
- Ethnic Group
- Emergency Contact
- Ethics Pledge
- Pay and Compensation
- Benefit Enrollment**
- Benefit Election Review
- Event Completion and Exit

457 Enrollment

Benefits Enrollment

After you enroll as a new employee, the only time you may change your benefits choices is during open enrollment or within 31 days of a change in status/qualifying event. Open enrollment for benefits takes place once each year. Click the information icon (the "i" in the circle) below for additional and enrollment instructions. To begin your enrollment, click Select.

Open Benefit Events				
Event Description		Event Date	Event Status	Job Title
Savings Benefit Enrollment		11/09/2017	Open	

After you use the Select button, it will take a few seconds for your benefits enrollment information to load.

- 8. Click on the Edit Button from the Section 457

Section 457	Before Tax	After Tax	Edit
Current: Deferred Compensation Plan			
New: Deferred Compensation Plan			

How to Change Your 457 Contributions in PeopleSoft

9. Using the Drop-down box, choose Flat Amount or Percentage.

Benefits Enrollment

Section 457

[Click Here for Section 457 Plan Details](#)
Jayachandra Reddy Pothireddy

i Important! Your current coverage is: Deferred Compensation Plan with a \$1,000.00 before tax contribution. You will continue with this coverage if you do not make a choice.

Select an Option

No, I do not want to enroll
 Deferred Compensation Plan

Contributions

You can enter your contribution as a flat dollar amount. You can not exceed the before-tax plan maximums. **The amount entered will be deducted each pay period.**

Amount / Percent

Percent  Dropdown Box

Before Tax

After Tax

10. Enter the updated bi-weekly contribution Flat Amount or the Percentage.
11. Click Update and Continue.
12. Click Submit.